

PERSONNEL

GENERAL PERSONNEL - CRIMINAL HISTORY RECORDS CHECK

Except as otherwise provided herein, all applicants for employment with School District 93 shall, as a condition of employment, authorize the District in writing to perform a fingerprint-based criminal history records check for the purpose of discovering whether the applicant has been convicted of certain criminal or drug offenses. This requirement also applies to all employees of persons or firms holding contracts with the District (including food service workers, school bus drivers, and other transportation employees) who have direct daily contact with the pupils of any school in the District.

Where a criminal history records check is required, the Superintendent or his/her designee will, prior to employment, obtain from the prospective employee, and the employee shall provide, his/her legal name, sex, race, date of birth and social security number and other pertinent data necessary for implementation of the records check. In addition, the prospective employee must provide fingerprint images as directed by the Superintendent or his designee.

Except as otherwise provided by law, a check of the Statewide Sex Offender Database, as authorized by the Sex Offender and Child Murderer Community Notification Law, will be performed for all applicants for employment in District 93 and all employees of persons or firms holding contracts with the District (including food service workers, school bus drivers and other transportation employees) who have direct daily contact with the pupils of any District school.

The School Board shall not knowingly employ a person for whom a criminal history records check and/or a Statewide Sex Offender Database check has not been initiated.

The Board shall not knowingly employ a person who has been convicted of any of the offenses designated in Section 10-21.9 of the School Code. Persons convicted of other offenses as revealed in a Criminal History Record Information Report from the Department of State Police shall be carefully scrutinized by the Superintendent to determine if such persons should be employed by the District.

The Board shall not knowingly permit a District contractor to employ any person having direct, daily contact with District students if such person has been convicted of any of the offenses designated in Section 10-21.9 of the School Code.

When a potential employee is found through the records check to have a conviction, that information will be held as confidential by the President of the School Board and will only be shared with the Superintendent or his/her designee, Regional Superintendent, the State Superintendent of Schools, the State Teacher Certification Board or any other person necessary to the decision of hiring the applicant for employment.

A copy of the record of conviction discovered in the records check will be provided to the potential employee (applicant).

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Should this policy be in conflict or disagreement with any negotiated labor agreement, such labor agreement terminology will prevail for implementation. Should this policy be declared unlawful by a court of competent jurisdiction, then this policy shall be void to the extent it violates the law.

LEGAL REF.: Illinois School Code, Sec. 10-21.9 (105 ILCS 5/10-21.9); and
Illinois Vehicle Code, Sec. 6-106.1 (625 ILCS 5/6-106.1).

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